

# MEDS Project Manager Information Packet

## Finance & Operations Team Members



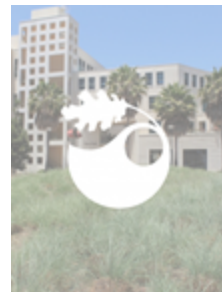
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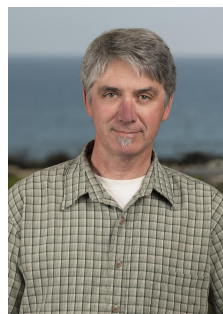
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## Financial Team Aliases

- [travel@bren.ucsb.edu](mailto:travel@bren.ucsb.edu) – For travel-related requests and inquiries (routed to all financial team members)
- [purchasing@bren.ucsb.edu](mailto:purchasing@bren.ucsb.edu) – For information and questions about purchasing (routed to Jewels & Bridget)
- [finance@bren.ucsb.edu](mailto:finance@bren.ucsb.edu) – For any other financial questions or concerns (routed to Kim & Bridget)
- [personnel@bren.ucsb.edu](mailto:personnel@bren.ucsb.edu) – For questions related to hiring (routed to Jessica & Kim)
- [bren garb@bren.ucsb.edu](mailto:bren garb@bren.ucsb.edu) – For submitting Bren Garb orders (routed to Jewels & Bridget)
- [bren hall@bren.ucsb.edu](mailto:bren hall@bren.ucsb.edu) – For questions about the building (routed to Sage & Kim)

## Funding

Each Capstone Group is provided a total budget of \$250.00\*

### **\*Your funds can be used for:**

- supplies
- hosting clients for a meal
- travel (gas, mileage, rental car) to travel to a field site or meet the clients

If you have questions on additional expenses, you must reach out to the finance team for us to assess.

### **Your funds CANNOT be used for:**

- Gift cards and gifts (including the purchase of thank you cards)
  - One exception is a gift card prize for participants in surveys directly related to your group project.
- Hosting a group project meal without your client present.

### **You are not authorized to sign anything or enter into any agreements on behalf of the University of California!**

- This includes Memos of Understanding, Confidentiality Agreements, Non-Disclosure Agreements
- Please come talk to Kim Fugate, Business Officer, with questions on contracts.

## Purchasing

### **Purchasing procedures**

- **All purchases must be approved by the Project Manager of the group beforehand**
- The preferred purchasing method is to send purchasing requests to the [purchasing@bren.ucsb.edu](mailto:purchasing@bren.ucsb.edu) alias **include your Group Name.**
- Jewels can order items directly with Bren's credit card (FlexCard) so that students do not have to pay out-of-pocket (with exception of travel and entertainment).
- Allowable and non-allowable FlexCard purchases can be found here: <https://www.bfs.ucsb.edu/procurement/resources/commodities-table>
- Orders are placed by our Purchasing Coordinator, Jewels, and the requestor will be notified when the item has arrived. The requestor will be asked to pick up their package and sign for it.

### **Reimbursements (after-the-fact)**

- Purchasing Group materials on your own and then getting reimbursed is also allowed, but strongly discouraged by the university. **Please check in with our Purchasing Coordinator to ensure your purchase is an allowable expense and that you can be reimbursed for the expected purchase.**
- Original itemized receipts are required for all expense claims.
- ***Submit original itemized receipts, proof of payment, and a Reimbursement Form*** to Jewels Bolden noting what the expense was for and what Project Code to charge in order to be successfully reimbursed.
- **Link to the Docusign reimbursement worksheet:** [Bren MISC. Reimbursement Form](#)

## Travel

Consult the travel team prior to your travel booking by sending a request via email to [travel@bren.ucsb.edu](mailto:travel@bren.ucsb.edu) in order to ensure proper reimbursement and back-up documentation is attained, and UC policies are being adhered to.

### **Allowable Expenses**

- Transportation
  - Airfare – economy only, US Flag carrier if international travel
  - Train/Bus/Taxi (no limo service)
    - Rental Car and Gas – Insurance is not reimbursable if you book a rental car on your own: **Always book rental cars through UCSB.** Contact: [travel@bren.ucsb.edu](mailto:travel@bren.ucsb.edu)
    - Students should book transportation rentals through our office. Reservations will be placed via Connexus for flights or TPS (Transportation & Parking Services) for rental cars/vans. Insurance is included through this method.
  - Personal Car Mileage – \$0.56 per mile effective January 1, 2021
  - UCSB vehicle rentals (Plan in advance, with a min. of 2 weeks' notice per request.)
- Hotel
- Food
  - Domestic – up to \$62 for a 24-hour period, with original itemized receipt(s)
  - International – Per diem per State Department website
- Conference Registration
- Parking
- Learn more about UCSB's travel/entertainment policies here:  
[https://www.bfs.ucsb.edu/travel\\_entertainment/policies](https://www.bfs.ucsb.edu/travel_entertainment/policies)

### **Non-allowable Expenses**

- Alcohol
- Personal Entertainment
- Limos/Hotel Suites/First Class Airfare, upgrades non-refundable
- Internet Package Deals
- Clothing
- Gifts
- Insurance outside of the UC (i.e. Enterprise car rental)
- Trip insurance (i.e. for a flight)
- Dry-cleaning/laundry services

Note, clients should pay for their own travel expenses if they wish to attend final presentations. The clients benefit from the project and therefore, should be supporting the projects to the extent possible.

### **NOTE Per Policy G-28:**

- The traveler must be at least 40 miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.
- The reimbursement of daily subsistence expenses is based on the actual amount incurred for lodging and meals and incidental expenses. It is not to be treated as per diem.
- A traveler may claim up to \$62 in meals for every 24-hour period of domestic travel (48 contiguous states) lasting less than 30 days.

## Travel Reimbursements

- Travel must take place prior to reimbursement
- Upon return, complete the appropriate Domestic or Foreign Travel Reimbursement Worksheet
- Names must appear on all receipts
- Travelers must provide their home address on all reimbursement forms. New policy requirement from UCSB's central Accounting.
- ***Each traveler is responsible for completing their own reimbursement worksheets and submitting original \*itemized\* receipts.***
- All final receipts are required for reimbursement of flights, car rentals, lodging, and registration – bookings and reservation confirmations are not final receipts.
- Submit travel claims within 30 days of completion of the trip
- Turnaround time for reimbursement checks ~ 2-4 weeks (through UCSB's General Accounting department)
- **Link to the DocuSign Travel Reimbursement Worksheet: [Bren Domestic Travel Worksheet](#)**

## Travel Advances

- **2 Weeks to process** – if you cannot front personal funds for your trip, you may request a travel advance. ***Please come 2-3 weeks before your trip, to ensure you receive the funding on time, otherwise there's a chance the advance will not be processed before your trip.***
- Must complete Travel Advance Worksheet, with appropriate signatures
- Your check will be sent to the address indicated on the form
- Must submit Domestic or Foreign Reimbursement Worksheet following completion of trip to the travel team no later than 30 days upon completion of travel to close out the Advance and be reimbursed for any expenses which exceed the Advance amount.

For booking trips or questions about travel, please email [travel@bren.ucsb.edu](mailto:travel@bren.ucsb.edu).

All travel forms can be found on the Bren website: <https://bren.ucsb.edu/travel>

## Entertainment

Entertainment is typically an out-of-pocket reimbursement. Group project funds may be used to provide meals at business meetings\*

**\*Per policy, students must host the client/stakeholder in order to be reimbursed!**

- Light refreshments and simple meals are allowable (e.g. bagels and coffee, light lunch)
- Not for celebratory events
- Alcohol is non-reimbursable
- Food delivery under \$150.00 (including tip) is allowable. More catering policy on UCSB's website found here: <https://www.ehs.ucsb.edu/riskmanagement/catering-services#exception>
- Maximum per person expenditure per Bren School policy:
  - Breakfast \$27, Lunch \$45, Dinner \$81, Light Refreshments \$19
- Please do not hesitate to ask if you have any questions regarding allowable expenses

To collect an entertainment reimbursement, please fill out the Business Meeting/Entertainment Worksheet (link available on the BrenPurchasing webpage: <https://bren.ucsb.edu/purchasing>)

- Documentation that must be included with the form includes:
  - Itemized Receipt and proof of payment
  - Names of all attendees
  - Affiliation

- Reason for business meeting
- **Link to the DocuSign Entertainment Reimbursement Worksheet: [Bren ENT Reimbursement Form](#)**

## **Employment**

Hiring a consultant/contractor to work for your Group. Examples include:

- Editing
- Compiling Research
- Surveys

## **Talk to us before offering anyone a job, or before utilizing outside vendors!!!**

Questions we have to ask

- Are they legally allowed to work in the US?
- Do they already work elsewhere on campus?
- Do they have a SSN or ITIN (Individual Taxpayer Identification Number)?
- Should they be a contract employee?
- Is there a conflict of interest (i.e. friend, relative, spouse etc.)
  - Arms-Length Policy = No Friends/Family/Co-workers
- Must be eligible to work in US

Contact [personnel@bren.ucsb.edu](mailto:personnel@bren.ucsb.edu) **before** offering anyone paid work.

## **Parking Permits**

All permits must be requested through the travel team ([travel@bren.ucsb.edu](mailto:travel@bren.ucsb.edu)). There are 4 types of parking passes:

- Guest Parking - \$8/day. Park in student/visitor lots. Closest Mesa Parking Structure, Lot #18.
- Three-hour Scratcher Passes - \$8/three hours. Park in any faculty/staff/visitor lot, including Bren Parking Lot #1.
- VIP Permits - \$10/day. Park in any faculty/staff/visitor lot, including Bren Parking Lot #1.
- Reserved Named Space - \$30/day. Specific parking space reserved in any lot for all day usage featuring a yellow sandwich board with guest name on it.

*Most groups get their visitors either a three-hour scratcher pass or a VIP Permit, as those allow for parking in the lots closer to Bren Hall.*

## **Forms & Information**

All forms and financial information can be found on the Bren website under Internal Services    Financial Services.

<http://www.bren.ucsb.edu/services/accounting.htm>